

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title:	Auditor
Position Number:	58108805
Division:	Business & Income Tax Division
Grade/Salary:	5/\$17.59 - \$19.66/hr DOQ
Type of Employment:	Permanent/Full Time
Location:	Missoula or Bozeman
Union:	Yes
Supplement:	Yes
Closing Date:	August 8, 2008

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoy the diversity of working in both an office environment and traveling throughout MT. To perform successfully as a Business Tax Auditor you must be self-motivated with the ability to work independently and as part of a team. You must possess a strong work ethic and a positive attitude, and enjoy working with, and for, the public. The position requires accounting skills, computer skills, and the ability to communicate effectively and respectfully with the public, as well as co-workers. If you have the skills to research, understand and apply laws, rules, policies and procedures as well as the ability to make sound decisions and be accountable for them, we encourage you to apply.

The Field Auditor will conduct field audits of various types of tax returns. The primary focus will be income-based taxes paid by individuals and businesses. Issues can include residency, income, expense, and various deductions or credits allowed by the tax codes. The Field Auditor is responsible for each step of the audit process and for preparing audit documentation according to established procedures. Other duties will also include participating in dispute resolution or appeals and resolving cases within department guidelines; serving as a contact for taxpayer inquiry; maintaining audit information on the integrated tax system; and performing compliance and taxpayer discovery.

The successful candidate will possess demonstrated advanced knowledge of audit principles, theory and methodology as well as contract and business law. The candidate will have a thorough knowledge and ability in analytical techniques; ability to interpret laws and contracts; apply federal/state statutes, administrative rules and state policies and procedures; and to analyze and understand complex financial information.

This job position does require travel and the incumbent is required to maintain a valid Montana driver's license. Field Auditors may at times be required to use a personal vehicle for transportation. 20% travel is required.

The above competencies and degrees of proficiency required are typically acquired through a combination of education and experience equivalent to a Bachelor's degree in Accounting or Finance, Business Administration, Public Administration supplemented by college coursework in accounting and two years of job-related work experience. Other combinations of relevant education and experience will be evaluated on an individual basis. **It is important that all previous work experience is listed.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, full medical, dental, and life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$40,000/yr is:

Wages:	\$40,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 2,760.00

Total Average Wage Package **\$49,840.00**

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Supplement Question.
3. If claiming a degree, please send copy of transcripts
4. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be used.

Background Check: Applicants will be subject to a criminal background review before being

considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other Eligibility Requirements: Applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax status must be current.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

**DEPARTMENT OF REVENUE
SUPPLEMENT QUESTIONS**

Position Number: Auditor
Position Title: 58108805
Application Deadline: August 8, 2008

INSTRUCTIONS: Please complete the following supplement questions. Please put your name and the position number for which you are applying on the top of each page. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required (application and/or resume).

- 1). Describe in detail, your education and experience and how it relates to the job qualifications of this position. Please include a description of your audit experience as well as any training you have received in regards to federal and state individual income taxation.